

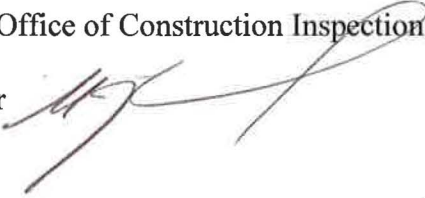
Martin O'Malley, Governor
Anthony G. Brown, Lt. Governor



James T. Smith, Jr., Secretary
Melinda B. Peters, Administrator

MEMORANDUM

TO: All Consultant Firms holding Office of Construction Inspection Contracts

FROM: Steven Marciszewski, Director
Office of Construction 

DATE: November 18, 2014

SUBJECT: Service Recovery Days

As most of you are aware, due to State Budget shortfalls in 2009, State employees were required to take Service Reduction Days and Furlough Days. Moving forward, these Service Reduction Days are now referred to as Service Recovery Days. This will affect all Consultant Inspectors working on our construction projects.

The Governor's reduction plan included five (5) days of curtailed government operations also previously known as "service reduction days". This means that on those days State Offices and most State Operations will be closed. The plan comprises of the following dates:

Friday, August 29, 2014 - the day before the Labor Day Holiday
Friday, November 28, 2014 - the day after Thanksgiving (for employees/consultants of MDOT)
Wednesday, December 24, 2014 - the day before Christmas
Wednesday, December 31, 2014 - the day before New Year's Day
Friday, May 22, 2015 - the day before the Memorial Day Holiday

On these days Consultant Inspectors are **NOT** to report to their projects without specific approval from the Assistant District Engineer - Construction. The Consultant Inspector may not charge time to the project and Firms may not invoice for these days.

As all of these days are before or during a holiday period, most construction projects have a "no work" restriction or MOT restrictions. Therefore, it is anticipated that the projects will be shut down or at the very least the contractor's activities will be very limited.

In the event that a contractor must work on a particular project during any of these Service Recovery Days and SHA must provide inspection, then Consultant Inspectors may only work with prior approval from the ADE-C and the inspection level will be kept to a minimum.

My telephone number/toll-free number is _____
Maryland Relay Service for Impaired Hearing or Speech 1.800.735.2258 Statewide Toll Free

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If a Consultant Inspector is required to work on the above mentioned Service Reduction Days, a separate service reduction day may be assigned to those particular consultant individuals by the ADE-C as a "make up" date.

If you have any questions, you may contact Margaret Martin, Deputy Director – Field Operations - Construction Inspection Division at 443-572-5226 or by e-mail at mmartin@sha.state.md.us. Thank you for your attention to this matter.

Cc: District Engineers
ADE's Construction
RCE's
Area Engineers
David Coyne
Margaret Martin